

How to Register for the CITI Training Course

If you are re-entering the training course, simply enter your username and password on the sign-in screen.

If you are a new user, click on the *Register for CITI course*. The following screen will appear:

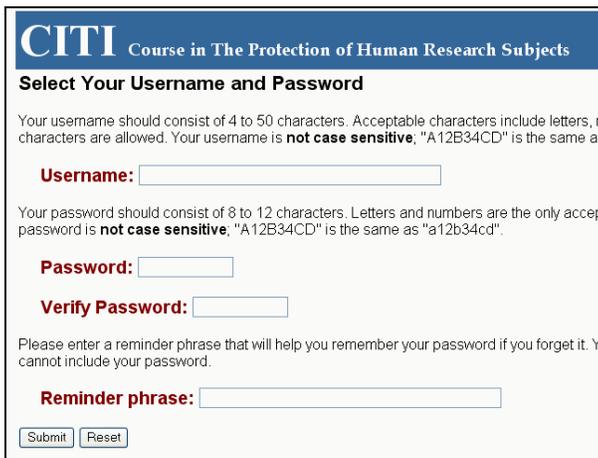


The screenshot shows the 'CITI Course in The Protection of Human Research Subjects' registration page. The section is titled 'Select your institution or organization'. Below the title, there is a instruction: 'Choose your institution from the appropriate dropdown menu then **SUBMIT**.' There are four dropdown menus: 'Veterans Affairs:', 'Department of Energy:', 'State University of New York (SUNY):', and 'All Others:'. The 'All Others:' dropdown menu is currently selected and shows 'University of Oklahoma'. At the bottom of the form, there are two buttons: 'SUBMIT' and 'Cancel'.

Click on the pull down menu for *All Others* and choose *University of Oklahoma*.

Click **SUBMIT**.

Next, you will need to follow the provided instructions to *Select Your Username and Password*. Please use your 4+4 that you use with the University of Oklahoma. Your password should consist of 8 to 12 characters. Letters and numbers are the only acceptable characters. No spaces or other characters are allowed. Your password is not case sensitive; "A12B34CD" is the same as "a12b34cd".



The screenshot shows the 'CITI Course in The Protection of Human Research Subjects' registration page. The section is titled 'Select Your Username and Password'. Below the title, there is a instruction: 'Your username should consist of 4 to 50 characters. Acceptable characters include letters, numbers, and hyphens. Your username is **not case sensitive**; "A12B34CD" is the same as "a12b34cd".' There are three input fields: 'Username:', 'Password:', and 'Verify Password:'. Below the 'Verify Password:' field, there is a instruction: 'Please enter a reminder phrase that will help you remember your password if you forget it. Your reminder phrase cannot include your password.' There is one input field for 'Reminder phrase:'. At the bottom of the form, there are two buttons: 'Submit' and 'Reset'.

Click **SUBMIT**.

CITI Course in The Protection of Human Research Subjects

CITI Registration Page

Complete and submit the form below. All fields are required.

* First Name:

* Last Name:

* E-mail:

Your username and password can be sent to you at used by your institutional administrator and the CITI e

* Confirm E-mail:

* Highest Degree:

Employee Number:

* Department:

* Which course do you plan to take?:

* Role in human subjects research:

Address Field 1:

Address Field 2:

Address Field 3:

City:

State:

Zip/Postal Code:

Country:

* Office Phone:

Home Phone:

Enter your registration information. You do not have to enter your *employee number*, but please enter your *department*. Please select *Social and Behavioral Investigator Course Only* as the type of course which you plan to take.

Continue the registration by selecting your *Role in human subjects research*.

Click *Submit Information*.

Next, you will be prompted with the following screen.

CITI Course in The Protection of Human Research Subjects

Select Group

Step 1. Review [information from your institution](#) before you select a group.

Step 2. Select a group appropriate to your research activities.

Social Behavioral Modules
Social Behavioral Research Investigators and Key Personnel

[CME/C](#)

Step 1. You may choose to review the *information from your institution* which outlines basic information about the course. Please note that the course will take 4-6 hours to complete. You may log in multiple sessions to complete the course.

Step 2. Select the bubble option for the module listed.

Click **SUBMIT**.

You will then have the option to begin the training. A screen like the one below will appear, with the *Required Modules* listed. You will want to click on the modules as they appear in the list. Once you have completed a module, a completion date and score will appear in the appropriate row.

CITI Course in The Protection of Human Research Subjects

Main Menu | Grade Book | General Info

Grade Book

The modules that you have completed are indicated with a score and a completion date. Required modules, yet to be completed, are indicated under the "Required Modules" heading as "incomplete". Complete the required modules in order. The optional modules will become available when all required modules are completed. If you want to improve a quiz score, you may review the module as often as needed and retake any or all quizzes. Your highest score is saved by the software.

To be able to print a course completion report you must:

- ▶ Complete all the required modules.
- ▶ Correctly answer 70% of the quiz questions for required modules (Scores for the optional module quizzes will not "count" toward the requirement.)

Basic CITI Course

Required Modules	Date	Your Score	Total Possible Points
Introduction	03/04/05	no quiz *	
History and Ethical Principles - SBR	Incomplete		
Defining Research with Human Subjects - SBR	Incomplete		
The Regulations and The Social and Behavioral Sciences - SBR	Incomplete		
Assessing Risk in Social and Behavioral Sciences - SBR	Incomplete		
Informed Consent - SBR	Incomplete		
Privacy and Confidentiality - SBR	Incomplete		

Continue the modules until you have completed the appropriate training course.

Good Luck.